



U.S. CONSULATE GENERAL NUEVO LAREDO

Position Vacancy Announcement

Number: 16/01
Date: February 23, 2016
Open To: U. S. Citizen Eligible Family Members (EFMs) – All Agencies
Subject: **Employment Opportunity**
Position: **RSO Secretary, FP-09 (Training), FP-08 (Full Performance)**
Opening Date: **Feb-23-2016**
Closing Date: **Until Filled**
Work Hours: 30 hours/week

EFM must have at least one year remaining on their tour of duty to apply to this position.

The U.S. Consulate in Nuevo Laredo is seeking an individual for the position of RSO Secretary in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent provides office management and operational support to the Regional Security Office. The employee reports directly to the Regional Security Office/Special Agent in Charge who provides general instructions and guidance. He/she performs a combination of responsibilities, such as assisting with physical and residential security surveys, including other classified duties up to the Top Secret level.

QUALIFICATIONS REQUIRED:

- **Education:** Completion of High School is required.
- **Experience:** From a minimum of two years at the full performance level, to a minimum of six months at the training level, of clerical or managerial experience in an office environment is required.

- **Language:** Level III Good working knowledge (spoken, reading and writing) of English is required.
- **Knowledge:** After hiring, employee must become familiar with the Department of State and Diplomatic Security's organizational structure. A basic working knowledge of USG and DOS regulations concerning RSO work responsibilities. A working knowledge of Embassy/Consulate operations. A good working knowledge of Microsoft Word, Windows and Excel is required.
- **Skills and abilities:** Ability to operate various types of standard office equipment. Level I typing skills (30wpm). Ability to organize and design a physical and computer based filing systems. Ability to locate and collate information for various Department and DS required reports, briefings and conferences. Ability to draft and translate from English to Spanish and viceversa. Ability to comprehend and apply detailed regulations and procedures. Ability to work effectively during periods of continuous pressure.

ADDITIONAL SELECTION CRITERIA:

1. In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance.
2. Applicant must be able to obtain and hold a **TOP SECRET** clearance.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
4. Current employees serving a probationary period are not eligible to apply.
5. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) form (DS-0174)
<http://eforms.a.state.gov/editdocument.aspx?documentid=2020>
<http://photos.state.gov/libraries/nuevo-laredo/5/Vacancies/ds174.pdf>
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with application.
4. Any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position.
5. Copy of typing test score, when required. (Test may be taken at typingtest.com or similar sites)

INTERESTED CANDIDATES WHO ARE NON-NATIVE ENGLISH SPEAKERS MUST SUBMIT THE FOLLOWING DOCUMENTS OR THE APPLICATION WILL NOT BE CONSIDERED:

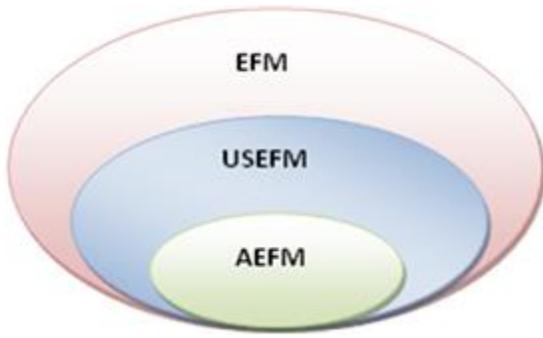
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEFL, TOEIC, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone (867) 717-20-40
- TOEFL TAMIU of Laredo Texas Contact the Testing Center in University Success Center 201 or call 326-2131 for more info <http://www.ets.org/toefl>
- TOEFL information: <http://www.ielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>
- TOEIC information: www.toeic-mex.com - info@toeic-mex.com
- The scores for Level III Good working knowledge (spoken, reading and writing) of English are: TOEFL IBT 75+; TOEFL ITP 537+; TOEIC 649+.

FOR NON-NATIVE SPANISH SPEAKERS, please contact Jose Luis Gonzalez / Efren Puente at ext – 3110 to schedule a Spanish evaluation test .

SUBMIT APPLICATION TO:

American Consulate/Human Resources Office
Attention: Human Resources Office
Allende #3330 Col. Jardin
Nuevo Laredo, Tamps 88265
Tel: 867-714-0512
FAX: 867-715-4508
E-mail: AmConNuevoLaredo_HR@state.gov

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - *Is a U.S. citizen; and*
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)**: An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)**: A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: **Until Filled**

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

For other current EFM employment opportunities visit [Mission Mexico site](#), or for Nuevo Laredo, visit our [intranet site](#).

Drafted by: HR:JLGonzalez/EPuente

Cleared by: RSO:JDesmarais